

This Will Be Page 1 of Your Notebook

TO: Algebra 1 Classes for School Year 2009/10

FROM: Mr. Conrad P. Skantz

SUBJECT: Classroom Policies/Procedures (Revised 8/3/09)

1. Introduction

a. Welcome to our Algebra 1 class for the 2009/2010 school year. I look forward to providing you with an academically challenging and rewarding term.

b. The discussion below will help you understand my expectations for you and explain my classroom procedures. They are designed to allow us all to have an educationally successful year.

2. Seating Arrangement

Seating is assigned. If there is a problem with your seating assignment let me know before Friday, August 14, 2009. You will keep your assigned seat for the rest of the year unless I have to make a change for some reason.

3. Classroom Demeanor

a. General rules posted in the classroom and in the student handbook apply.

b. In addition:

(1) Upon entering the classroom place your notebook and other supplies you will need in a readily accessible area. Be ready to start work at the bell.

(2) If needed, sharpen your pencil before the bell rings. **No pens may be used in this class.** After the bell rings raise your hand to be recognized before leaving your seat for any reason.

(3) Please refrain from talking except when taking part in classroom activities. There will be activities performed in small groups. All discussions in these groups must be related to the mathematical subject matter.

(4) Show others the respect you would like shown to you.

(5) Before you leave the classroom at the end of the period pick up any paper or other debris around your desk.

(6) Academic success is dependent upon maximizing instructional time. Therefore, take care of all personal business (i.e. rest room, water, phone calls, locker visits, etc.) before you arrive in class. My policy regarding releasing students during class is very stringent.

4. Do Now Work

a. Each day I will have some introductory or review problems/questions (Do Now work) on the board. You are to start working these as soon as you are in your seat even if the bell has not sounded.

b. Do Now work will be discussed as soon as I finish the roll and other administrative tasks.

c. Do Now work is to be entered and worked as part of that days notes.

5. Questioning and Class Participation

- a. I expect all students to participate in class discussions. I will not embarrass anyone for a wrong answer.
- b. I expect all students to be active participants in group work.
- c. I ask lots of questions so be prepared. There will not be many yes or no answers. My job is to help you improve your thinking and problem solving skills and use the knowledge you already possess in new ways to learn the material.

6. Student Notebooks/Make Up Work

- a. In this class you are expected to keep a neat and orderly notebook. I will spot check notebooks throughout the term.
- b. A loose-leaf notebook will be easiest for you to maintain. Notebooks will be maintained as follows:
 - (1) Daily notes and handouts will be kept chronologically in the front portion of the notebook. Notes will be numbered daily and dated, i.e. Note 1 – August 6, 2009, Note 2 – August 7, 2009, etc.
 - (2) Homework will be in the back portion of your notebook in the order assigned. Each homework assignment must be clearly identified by section number and due date.
- c. In the event you are absent, it is your responsibility to make up all work in accordance with district policy and to get the notes from another student. Of course, I will help you with any makeup work or additional instructional assistance you may need.

7. Daily Work Grade (Homework and Quizzes) The Daily Work Grade will consist of homework and quizzes and will count 20% of your 9-weeks grade.

- a. Homework will be assigned frequently. Your completed homework assignment must be on your desk by the time the tardy bell rings. If it is not on your desk by the time I come around to check it you will not get credit for completing it.
- b. There will be at least three short daily quizzes each week taken directly from the homework assignment and/or the previous day's lesson. The total of each week's quizzes will be combined to give you a weekly quiz grade to be calculated as a portion of your Daily Work Grade.

8. Tests

- a. I will administer classroom tests at the end of each chapter to check your progress in learning the material. Tests will be given based on the schedule required by the school. The first and third nine weeks all tests will be given on Wednesday or Friday, while the second and fourth nine weeks all tests will be on Tuesday or Thursday.
- b. These tests will be averaged and represent 60% of your "nine-weeks" grade.
- c. The mid term test (after the first & third nine weeks) will count 20% of your grade for that nine weeks. The semester exam (at the end of each semester) is comprehensive and will count 20% of your grade for the second & fourth nine weeks.
- d. Tests will have a varied content to include traditional problem solving, matching, definitions (in your own words), and multiple choice. All "written" answers must be in complete, grammatically correct sentences.

9. End of Term Grades Each semester average will be calculated by weighting each "nine weeks" grade 50% of that semester's grade. Your final course grade will be the average the two semesters.

10. Supplies/ Materials

a. Required materials for this class include

(1) Graph paper (one-fourth inch grid paper recommended)

(2) Loose-leaf notebook (with dividers) and filler paper.

(3) Pencils (no pens may be used in this class)

(4) Ruler marked in both English and Metric units of measure.

b. Recommended: A **scientific calculator** for use at home will be extremely helpful. If you select carefully you can purchase an inexpensive calculator and get all the required features for years of use.

c. A scientific graphing calculator will be available for use in the classroom. At the appropriate time each student will be assigned a numbered calculator. You are responsible for the care of this calculator and for reporting any irregularities to me at the beginning of each class period. Detailed instructions will be provided in class. I do not recommend you purchase a graphing calculator as they are quite expensive.

11. If you work hard, participate during class, and ask for assistance when you don't understand, I know you will be very successful in this class.

12. Tutoring

a. Based upon the results of the District Assessment, formal tutoring sessions will be established by the school.

b. I am available each morning from 7:00 A.M. until the first bell and each afternoon from 3:15 P.M until 4:15 P.M. This schedule may be altered depending upon my duty schedule.

c. You are encouraged to seek assistance at any time you feel necessary. Please, **do not** wait until we have completed the material for it may then be very difficult to keep pace. Please, **do not** wait for formal sessions to be established if you are experiencing difficulty with any concepts.